

**Exhibit C**

**PROJECT WORKPLAN**

**Project Name:**

**Project No.:**

**Phone #:**

**Recipient:**

**Fax #:**

**Contact Person:**

**E-mail:**

**Anticipated Start Date:**

**Anticipated Completion Date:**

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**1. Project Description**

**2. Project Work Plan Tasks**

• **Task 1: Conduct Initial Project Meeting**

The Recipient shall arrange an initial project meeting with representatives from the Suffolk County Water Quality Review Committee (the Committee) to review the contract terms and details for the project, in particular project designs, plans, specifications, required permits and approvals, SEQRA documentation, and necessary photo documentation.

The Recipient shall prepare and submit a brief summary of the meeting to the Committee. The summary shall clearly indicate the agreements and understandings reached.

**Deliverable:** Meeting summary indicating agreements and understandings reached.

• **Task 2: Prepare Project Designs**

The Recipient shall prepare project designs, including plans and specifications, for construction and all necessary maps, tables, data, narrative, and cost estimates consistent with the agreements and understandings reached at the initial project meeting noted in Task 1. The Recipient shall provide these to the Committee for review and comment. The Recipient, or if applicable, its consultant, shall incorporate the Committee's comments into the final designs, including plans and specifications, and provide copies of the final designs to the Committee. Any revisions to these final designs shall be approved by the Committee before being implemented.

Project designs may be submitted in hard copy form in a legible format deemed acceptable by the Committee and the Recipient at the initial project meeting noted in Task 1. The Committee will accept standard size paper copies of plans up to 36" x 24". The Recipient shall make electronic copies of the final designs, plans, and specifications available to the Committee upon request.

**Deliverables:** Draft and final project designs, including plans, specifications, maps, tables, data, and cost estimates in printed form.

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- **Task 3: Obtain All Required Permits and Comply With the State Environmental Quality Review Act (SEQRA)**

The Recipient shall obtain all required permits and approvals. Potential permit and approval agencies include but are not limited to:

1. Federal agencies such as the U.S. Army Corps of Engineers,
2. The New York State Department of Environmental Conservation (NYSDEC), pursuant to the provisions of the Environmental Conservation Law,
3. The New York State Department of State (NYSDOS), pursuant to the consistency provisions of the federal Coastal Zone Management Act,
4. Other State agencies such as the New York State Office of Parks, Recreation, and Historic Preservation, the New York State Department of Transportation, etc.,
5. Agencies of Suffolk County such as the Department of Public Works, the Department of Parks, Recreation, and Conservation, and the Department of Health Services.
6. Agencies of a town, village, or special purpose district, including town boards, boards of trustees, town councils, planning commissions, etc.

The Recipient shall submit copies of SEQRA documentation and all required permits and approvals to the Committee, and shall receive copies of the Commencement Notice and Completion Notice as required by NYSDEC.

**Deliverables:** Copy of all SEQRA documentation and all required permits, approvals, and notices.

- **Task 4: Prepare Documents for Construction (if applicable)**

The Recipient shall prepare documents for construction on the project based on Committee approved project designs and, where applicable, solicit bids for construction.

**Deliverables:** Copy of bid documents and bids received.

- **Task 5: Prepare and Execute Construction Sub-contract(s)**

When bids are received, the Recipient shall, subject to Committee approval, select a sub-contractor based on bid amount and qualifications and experience of each bidder. The Recipient shall, subject to the Committee's approval, execute the sub-contract(s) and forward copies to the Committee.

**Deliverables:** Copies of draft sub-contract and copies of fully executed sub-contract.

- **Task 6: Prepare Detailed Construction Schedule and Cost Estimate Based on Committee Approved Project Designs**

The Recipient shall prepare, and provide to the Committee for review and approval, a detailed construction schedule and construction cost estimates based on project designs approved by the Committee.

**Deliverables:** Copies of detailed construction schedule and itemized cost estimates.

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- **Task 7: Construct or Implement Project and Provide Photo Documentation of Progress, When Applicable**

The Recipient or its sub-contractor shall carry out construction of project components, and shall photographically document project progress at intervals agreed to at the initial project meeting as noted in Task 1. The photos shall be taken before, during, and after construction, as well as when all disturbed areas have been restored. The location and perspective of the photographs shall be clearly identified.

**Deliverables:** Photo documentation of the project before, during, and after construction, in a format agreed to at the initial project meeting as noted in Task 1.

- **Task 8: Report Project Progress Using “Progress Report and Payment Request Form”**

The Recipient shall provide quarterly progress reports to the Committee using the “Progress Report and Payment Request Form”. The Recipient may request payment using this same form by filling out the appropriate section. Any revisions to the timeline of remaining tasks shall be indicated on this form, and shall include reasons for these revisions. If a request for payment is being made, the Recipient shall include a VOUCHER and SELF-CERTIFICATION FORM (OR SOME OTHER APPROPRIATE ACCOUNTING FORM).

**Deliverables:** Completed “Progress Report and Payment Request Forms” on a quarterly basis.

- **Task 9: Execute a Memorandum of Understanding (MOU) for Maintenance and Monitoring of the Project (If Applicable)**

The Recipient shall prepare a Memorandum of Understanding that identifies the entity responsible for maintaining the constructed project, the entity responsible for monitoring the effectiveness of the project, and shall include a detailed schedule that ensures the project objectives are achieved and maintained for the long term.

The Recipient shall submit a draft MOU to the Committee for review and comment, and shall incorporate these comments into a final MOU that shall be fully executed by both parties.

**Deliverables:** Draft and fully executed Memorandum of Understanding.

- **Task 10: Submit As-Built Plans**

The Recipient shall submit as-built plans certified by the project manager or other authorized representative. These plans shall represent the approved final design and shall indicate any approved revisions to the design.

**Deliverable:** Two sets of certified as-built plans.

- **Task 11: Submit Final “Progress Report and Payment Request Form”**

Upon completion of the project, the Recipient shall submit a final “Progress Report and Payment Request Form” to the Committee. Since a request for payment is being made, the Recipient shall include a Voucher and Self-Certification Form.

**Deliverables:** A final Progress Report and Payment Request Form, an Expenditure Report, Voucher and Self-Certification Form.